



King County

Project/ Program Manager II
PUBLIC HEALTH- SEATTLE & KING COUNTY
EMS Division/ Strategic Planning and Data Management
Annual Rate Range \$51,502 - \$65,282
Job Announcement No.: 03RM3790
OPEN: 10/13/03 CLOSE: 10/20/03

WHO MAY APPLY: This career service position is open to all King County career service employees, executive branch regular exempt employees, and current probationary employees who achieved career service status in a previous position.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 1230, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Michele Plorde at (206) 205-1056 for further inquiries.
PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume, and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: 999 Third Avenue, Suite 700, Seattle, WA

WORK SCHEDULE: This position is overtime eligible. It works a 40 hour work week; Monday through Friday; some rotating evenings and weekends.

PRIMARY JOB FUNCTIONS INCLUDE: Serve as program manager liaison within the EMS Division and the external EMS system regarding the 2002-2007 Strategic Initiative Programs. Provide technical assistance and staff support to established Strategic Initiative program participants, advisory councils, or committees. Participate in the development of new Strategic Initiative program work plans, goals, and objectives. Monitor and evaluate program indicators to ensure goals are being met. Compile information; prepare reports and evaluations regarding the Strategic Initiatives. Utilize appropriate methods to evaluate the ongoing progress of each Strategic Initiative program and provide a critical analysis of the final outcome for all identified indicators. Manage the interface regarding HIPAA training for the EMS Division and EMS agencies.

QUALIFICATIONS: Knowledge of project management principles with analytical and problem-solving skills. Skills in gathering, manipulating and using data utilizing a computer and other tools (Word Processing, EXCEL, Access programs and a familiarity with SPSS analysis program). Knowledge of research methods and basic quantitative skills. Demonstrate excellent written and oral communications skills. Skill in working effectively as a team member to coordinate accomplishment of specific tasks. Top candidates will be asked to provide copies of any papers they had done to reflect the data analysis, writing and project skills.

DESIRED QUALIFICATIONS: Graduate health care degree in program management and data analysis. Experience with and knowledge of the local EMS system and the Strategic Planning process.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a through background investigation.

- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law

UNION MEMBERSHIP: Local #17

CLASS CODE: 8243 SEQUENCE NUMBER: 83-8243-0083